

To add input files automatically using a hot folder

1. Create a hot folder for the job.
2. Optional. Configure the hot folder to process files and select a process template for it to use.
3. Use a file browser to drag or copy the input files from their original location into the hot folder at *<job folder>\HotFolders*.

Alternatively, you can print an input file directly from the creative software into the hot folder.

See Also

- [Setting up hot folders and smart hot folders](#)